



2017 PUBLIC HEARING PROCESS AND SCHEDULE

Some project applications require a public hearing, which allows applicants and community members to be heard in a public forum before a decision is made on the application. This handout is an overview of the public hearing process and schedule.

THIS SCHEDULE IS TENTATIVE AND SUBJECT TO CHANGE DUE TO AGENDA LENGTH, APPLICATION COMPLETENESS OR OTHER FACTORS.

Closing Date (Wednesdays)	Project Review Committee (PRC) (Wednesdays)	Zoning Administrator Hearing (Wednesdays)	Planning Commission Hearing (Mondays)
Oct 19	Nov 2	Dec 14	Jan 9
Nov 2	Nov 16	Dec 28	Jan 23
Nov 16	Nov 30	Jan 11	Feb 13
Dec 7	Dec 21	Jan 25	Feb 27
Dec 21	Jan 4	Feb 15	Mar 13
Jan 4	Jan 18	Mar 1	Mar 27
Jan 18	Feb 1	Mar 15	Apr 10
Feb 1	Feb 15	Mar 29	Apr 24
Feb 15	Mar 1	Apr 12	May 8
Mar 1	Mar 15	Apr 26	May 22
Mar 15	Mar 29	May 10	Jun 12
Apr 5	Apr 19	May 24	Jun 26
Apr 19	May 3	Jun 14	Jul 10
May 3	May 17	Jun 28	Jul 24
May 17	May 31	Jul 12	Aug 14
Jun 7	Jun 21	Jul 26	Aug 28
Jun 21	Jul 5	Aug 16	Sep 11
Jul 5	Jul 19	Aug 30	Sep 25
Jul 19	Aug 2	Sep 13	Oct 9
Aug 2	Aug 16	Sep 27	Oct 23
Aug 16	Aug 30	Oct 11	Nov 13
Sep 6	Sep 20	Oct 25	Nov 27
Sep 20	Oct 4	Nov 15	Dec 11
Oct 4	Oct 18	Nov 29	Jan 8
Nov 1	Nov 15	Dec 13	Jan 22
Nov 15	Nov 29	Jan 10	Feb 12
Dec 6	Dec 20	Jan 24	Feb 26
Dec 20	Jan 3	Feb 14	Mar 12
Jan 4	Jan 18	Feb 28	Mar 26

Dates in *italics* have been adjusted for holidays or other special circumstances.

CLOSING DATES

In order to be tentatively scheduled for a public hearing (or PRC meeting for Preliminary Review applications), applications must be submitted to the Planning Division at the One-Stop Permit Center by 5 p.m. on the closing date shown in the schedule. Applications missing required information will not be accepted. Consult with the on-duty Planner for required submittal materials.

PROJECT PLANNER

Once a project application is accepted, it is assigned to a Project Planner. The Project Planner will serve as the City staff liaison during the application review process until project completion.

PRC MEETING

**WEST CONFERENCE ROOM, CITY HALL, 1:30 P.M.,
WEDNESDAYS**

APPLICANT ATTENDANCE ENCOURAGED

The PRC consists of representatives from the Departments of Community Development (Planning and Building), Public Safety (Fire and Crime Prevention), Environmental Services and Public Works (Engineering, Transportation & Traffic and Trees & Landscaping). The PRC reviews applications for technical compliance with the California Environmental Quality Act (CEQA), City codes, design guidelines, policies and other specifications. Less complex projects may not be reviewed by the entire PRC. At the PRC meeting, applicants will receive written comments, including a list of additional information required to perform a thorough analysis of the project. More complex projects may receive comments a week after the meeting. PRC comments do not constitute a recommendation of approval or denial of the project. Based on the PRC comments, the Project Planner will determine if the application is complete.

PROJECT APPLICATION COMPLETENESS

Incomplete applications cannot be scheduled for public hearings. The project must first be deemed complete either by the PRC or the Project Planner. The deadline for submittal of missing material is typically noon Tuesday the week following the PRC meeting. Major changes to a project from the initial PRC review will require another PRC review before being scheduled for public hearings.

PRELIMINARY REVIEW

Preliminary Review is an optional process for applicants to submit schematic plans of a project for PRC review and receive early feedback from City staff before submitting a formal project application. The process starts at application submittal and ends at the PRC meeting with no formal decision made on the application. **Preliminary Review is strongly encouraged for complex projects, large projects or potentially controversial projects.**

PLANNING COMMISSION STUDY SESSION

WEST CONFERENCE ROOM, CITY HALL, 7 P.M.

APPLICANT ATTENDANCE ENCOURAGED

A Planning Commission (PC) study session may be required depending on the complexity of an application. A study session can help identify issues that the PC wants addressed before the project is formally reviewed at a hearing. The study session is open for the public to attend, but it is not a public hearing and no decision is made on the application. A project is typically scheduled for a study session 2-4 weeks before its scheduled public hearing. PC study session dates are the same as the PC hearing dates.

PUBLIC HEARINGS

APPLICANT ATTENDANCE REQUIRED OR REVIEW COULD BE CONTINUED TO A LATER DATE

The public hearing is a publicly advertised meeting where the public has an opportunity to comment and participate on matters under consideration, such as development project applications. The applicant is given an opportunity to make a short presentation before members of the public can speak on the proposed project. After receiving public testimony, the decision making body will typically make a decision on the project application.

LEVEL OF REVIEW

Depending on the complexity of the project and the environmental review (per CEQA) required, an application would require either Zoning Administrator or Planning Commission hearing. Some projects will require City Council review, which will typically be 3-5 weeks following the Planning Commission hearing. Consult with a Planner to see which type of hearing is required.

**ZONING ADMINISTRATOR HEARING
WEST CONFERENCE ROOM, CITY HALL
3 P.M.**

**PLANNING COMMISSION HEARING
COUNCIL CHAMBERS, CITY HALL
8 P.M.**

**CITY COUNCIL HEARING
COUNCIL CHAMBERS, CITY HALL
7 P.M.**

APPEALS

Title 19 (Zoning) of the Sunnyvale Municipal Code describes when decisions may be appealed to another decision making body. Any person aggrieved by a Zoning Administrator decision may appeal it to the Planning Commission. Some decisions by the Planning Commission may be appealed to the City Council; others are final. City Council decisions are final.

To file an appeal, a complete application form, a written letter stating the reasons for the appeal and the required fee must be submitted to the Planning Division at the One-Stop Permit Center within 15 days of the date of the decision.